



**COUNTY OF FAIRFAX**  
**DEPARTMENT OF TAX ADMINISTRATION**  
12000 GOVERNMENT CENTER PARKWAY, SUITE 223  
FAIRFAX, VIRGINIA 22035-0029  
Phone: (703) 222-8234 Fax: (703) 324-3505  
Web Site: [www.fairfaxcounty.gov/dta](http://www.fairfaxcounty.gov/dta)

Make checks payable to County of Fairfax. Retain pink copy for your records.

County Ordinance (4-13)  
**Transient Occupancy Tax**  
**Towns of Clifton, Herndon and Vienna**

Qtr/Month Ending \_\_\_\_\_

Owner Name \_\_\_\_\_

Trade Name \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**1. GROSS RENTALS**

- a. Conference/Public Room Rentals 1a \_\_\_\_\_  
b. Private Room Rental 1b \_\_\_\_\_  
c. Gross Rentals (add lines a and b) 1c \_\_\_\_\_

**2. ALLOWABLE DEDUCTIONS**

- a. Exempt Rentals (over 30 days) 2a \_\_\_\_\_  
b. Refunds of Rentals Included in gross rentals above 2b \_\_\_\_\_  
c. Refunds on Rentals from Previous Report(s) 2c \_\_\_\_\_  
d. Total Deductions (add lines 2a through 2c) 2d \_\_\_\_\_

**3. NET RENTALS** (subtract line 2d from line 1c)

3 \_\_\_\_\_

**4. TAX** (2% of line 3)

4 \_\_\_\_\_

**5. PENALTY**

- a. Compute penalty (5% of line 4) if this report is postmarked later than 30 days following the end of the quarter. 5a \_\_\_\_\_  
b. Tax plus penalty (add lines 4 and 5a) 5b \_\_\_\_\_

**6. INTEREST**

Compute interest (.42% of line 5b) for each month or portion thereof that the report is late.

**INTEREST COMPUTATION**

1-30 DAYS LATE	LINE 5B TIMES .42
31-60 DAYS LATE	LINE 5B TIMES .84
61-90 DAYS LATE	LINE 5B TIMES 1.26

6 \_\_\_\_\_

**7. TOTAL TAX DUE** (add lines 5b and 6)

7 \_\_\_\_\_

Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail \_\_\_\_\_ Telephone Number \_\_\_\_\_  
I hereby certify this return has been examined by me and is, to the best of my knowledge, a true, correct and complete return.

**For Office use Only**

\_\_\_\_\_ Use Payclass Code (4024)

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Re: Account Number \_\_\_\_\_

Qtr/Month Ending \_\_\_\_\_